
MICR Laser Checks for Accounts Payable

AP-1025

Overview

This Extended Solution to the Accounts Payable module allows you to print checks on your laser printer, including manual checks, with the MICR-encoding required by your bank. Four-page formats are available: one check per page with two stubs on top (Type 1 stub/stub/check); two checks per page, each with one stub on top (Type 2 stub/check, stub/check); one check per page with two stubs on the bottom (Type 3 check/stub/stub); and three checks per page (Type 4 check, check, check). Also, because you have nearly complete control over the background elements of the check, many other styles can be implemented simply by using the FORMS command.



This Extended Solution modifies only the non-graphical check form.

Installation

Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:

http://support.sagesoftwareonline.com/mas/extended_solutions/main.cfm

Installing Your Extended Solutions under Windows From a CD

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

From the Sage FTP site

When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com' telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions, and a Shipping Manifest. If you have any problems with this order, please email extendedsolutions.na@sage.com and we will assist you during normal business hours.

Extended Solutions Control Center

Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

Extended Solutions

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions
- Merge Installation Files
- Extended Solutions Setup options

Custom Office

If you customize your MAS 90 MAS 200, then you must run the Update Utility *every time* you install this Extended Solution.

Setup

Once the disk is installed, you will need to access the Accounts Payable Setup menu option screen. After the standard MAS 90 MAS 200 option screens have been displayed, a Setup screen for this Extended Solution will appear. Check the 'Enable This Extended Solution' box to activate this Extended Solution (Figure 1). The manual for this Extended Solution, if it has been installed, can be viewed by clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).

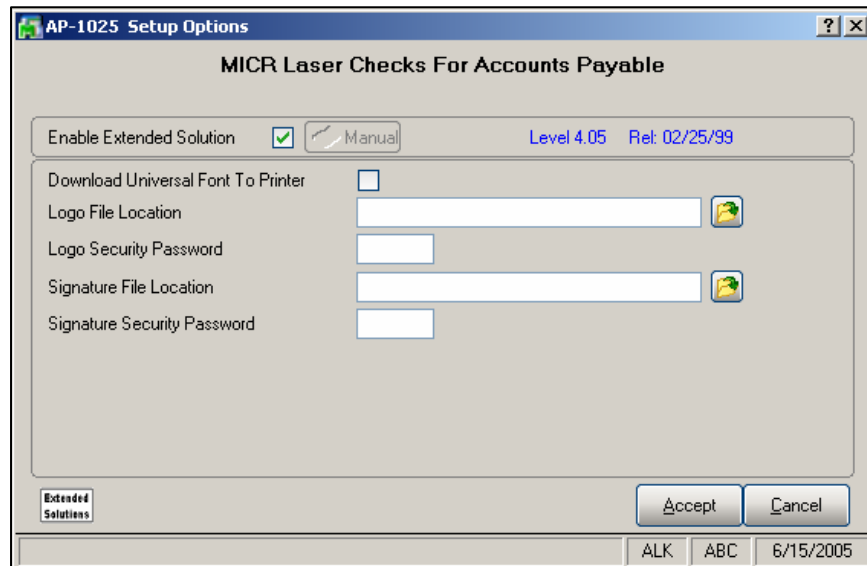


Figure 1

Answer the following prompts:

DOWNLOAD UNIVERSAL FONT TO PRINTER: In most cases you should leave this blank. If the fonts used on the check background do not seem correct, you may try checking this box. In general if you are using an HP LaserJet Series II without any font cartridges, you will need to check this box.

Extended Solutions

LOGO FILE LOCATION: Specify the directory path of the logo scan file. If you leave this blank, it is assumed that the scan file is located in the MAS90\SOA directory. The folder button located to the right of this field enables you to browse and select from existing disk drives and directories (Figure 1a).

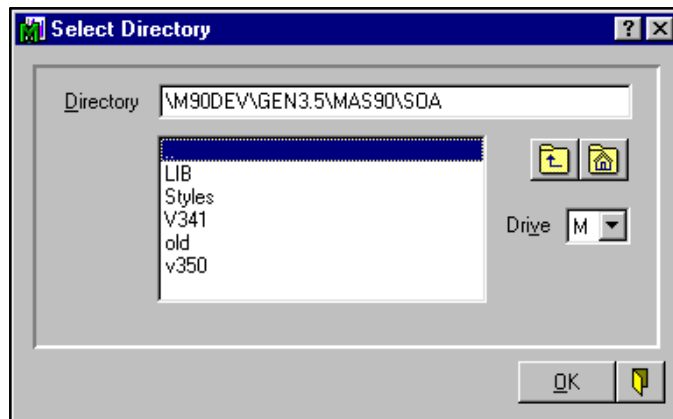


Figure 1a

LOGO SECURITY PASSWORD: If you enter a password, during check printing you will be prompted to enter the correct password to print the logo.

SIGNATURE FILE LOCATION: Specify the directory path of the Signature scan file. If you leave this blank, it is assumed that the scan file is located in the MAS90\SOA directory. The folder button located to the right of this field enables you to browse and select from existing disk drives and directories (Figure 1a).

SIGNATURE SECURITY PASSWORD: If you enter a password, during check printing you will be prompted to enter the correct password to print the Signature.

'Laser Check Bank Code Maintenance' will be added to the Accounts Payable Setup Menu as a Setup Option task. Please review your security setup in Role Maintenance and make appropriate changes.

Laser Check Setup

After the Extended Solution has been enabled, you will see a Laser Check Bank Code Maintenance option (Figure 2) on the Accounts Payable Setup Menu. On this screen you will be prompted for the following:

Figure 2

BANK CODE: For help with entering your Bank Code, Routing Number, Transit Number, and Account Number, contact your bank's customer service department and ask for information about 'Code Line Specifications for checks printed in E-13B Common Machine Language.'

BANK NAME: The name of your bank. This line will always be printed in **bold** letters.

BRANCH: The branch name of your bank.

CITY AND STATE: The City and State where your bank's branch is located.

ROUTING NUMBER: The routing number for your bank. Contact your bank's customer service department and ask for information on 'Code Line Specifications for checks printed in E-13B Common Machine Language.' Note that the routing number does not need to be printed in MICR ink.

TRANSIT NUMBER: The transit number is always a 9-character number. When checks are printed, the program will automatically surround the transit number with the required transit symbols. Ask your bank's customer service department for information on 'Code Line Specifications for checks printed in E-13B Common Machine Language.'

ACCOUNT NUMBER: The number for your bank account. A MICR dash in an account number should be entered as a '-' (*dash*) and the MICR 'ON-US' symbol should be entered as an '@' (*at symbol*). Be sure to refer to the code line specifications provided by your bank when entering your account number.

Extended Solutions

COMPANY NAME: Your company name. This line always will be printed with **bold** letters.

ADDRESS: Up to four lines are available for your company's address.

PHONE: The phone number you want to reference on your checks.

CHECK TYPE: Type 1 (stub/stub/check), Type 2 (stub/check, stub/check), Type 3 (check/stub/stub), or Type 4 (check, check, check).



If you want to use the Check Type of stub/check/stub, you must select Type 1 (stub/stub/check) here and set up the form accordingly.

PRINT A LOGO AND PRINT A SIGNATURE: If you want to include your logo and/or signature, and a logo and/or signature file has been provided, check the logo and/or signature boxes and you will be prompted to enter your logo and/or signature filenames.

Note: The 'Print a Logo' and 'Print a Signature' options appear on this screen regardless of whether you have a logo and/or signature to print. Also note that this setting overrides the FORM setting for signature and logo printing.

LIMIT: A non-zero dollar amount entered here will dictate when the signature prints; if the check amount is less than or equal to this amount, the signature will print; if greater than this amount, the signature will not print.

CHECK NUMBER PREFIX: You can enter up to three digits that can be printed as a prefix to the standard check number.



Sage Software Extended Solution LM-SCAN, *Signature/Logo for MICR Printed Checks*, must be installed and enabled to print a signature or logo on your checks.

After completing the maintenance screen, you will be given the option to print a Check sample and/or Font sample (Figure 2) as explained below. *We strongly suggest that you print a check sample and compare it to the checks that you are currently using, **and/or** ask your bank to approve the check form you have created.*

SAMPLE CHECK PRINTING: Click the 'Check Sample' button on the Laser Checks Bank Code Maintenance screen (Figure 2) to see options for Check Printing (Figure 3):

Figure 3

FIRST CHECK NUMBER: This will be drawn from the Bank Code Maintenance screen. You may change it to any number desired. The sample check(s) printed will start with this number.

INCREMENT THE CHECK NUMBER?: If you check this box, then after all sample checks are printed the 'Next Check Number' for the current bank code will reflect the number of sample checks printed (i.e., the Next Check Number will be correct). If you are printing sample checks to verify the layout, this need not be selected. If you are printing sample checks with the intent to use them as manual checks, you should leave this at the default setting of 'Yes.'

NUMBER OF CHECKS TO PRINT: If you want to print multiple sample checks in one run, enter the number here.

CHECK FORM CODE: This is the Form Code to use when printing the sample check. Leave this field blank to print the check with the default layout. To maintain the FORM, you must enter a form code. FORM maintenance for the check background may be done here or during check printing (see FORMS below).



Note: If you are using MAS 90 MAS 200 in a Windows environment and want to print checks using the Windows Print Manager, you must set up a DOS printer using the Device Configuration or the WINDEV device. This device is designed so that Print Manager does not strip off printer control codes from DOS applications. The codes are essential for this Extended Solution to work properly. See your MAS 90 MAS 200 documentation for the proper use of the WINDEV device.



Do not use the 'Preview' button for sample check printing; it will generate useless data.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Operation

When you select A/P Check Printing, the system will look to see if the designated bank code has been defined in Laser Checks Bank Code Maintenance (see Setup above). If the code has been set up, you will see a message appear below your bank code (Figure 4), and you will be ready to print Laser A/P Checks.

The 'Check Printing' dialog box includes the following fields and controls:

- Bank Code: Wells Fargo Checking (with a search icon and an 'Extended Stub...' button)
- Check Date: 02/20/03 (** MICR Laser Check--Type 1 **)
- First Check Number: 000001
- Check Message: (empty text box)
- Print Checks Already Printed:
- Check Form Type: Standard Checks (dropdown menu)
- Form Code: A (with a search icon) and Description: Std Check Form (with an 'Options...' button)
- Selection: All, Starting, Ending (radio buttons)
- Vendor Number: (with a search icon)
- Check Entry No.: 001 (with a search icon)
- Buttons: Print, Preview, Printer Setup..., and a help icon (?)
- Status bar: \\EXCELSIOR\csales_4000, SD, SBD, 02/20/2003

Figure 4

Password Protection for Logos and Signatures

If you entered a password in Setup for Logo Security, during check printing you will be prompted to enter the correct password to print the logo (Figure 4a). If the correct password is entered, the logo will print. If you click 'Cancel,' check printing will resume, but the logo will not print on the check. If no password is entered here in Setup, the logo will print on the check as usual. The same applies to Signature scans if you entered a password for Signature Security.

The 'Enter Password' dialog box contains:

- Title: Enter Password
- Text: Signature Security Password
- Input: A text box for entering the password.
- Buttons: OK, Cancel, and a help icon (?)

Figure 4a

Forms

You will need to use FORM Maintenance to enter the settings for your Laser Checks. From the A/P Check Printing Menu, select Check Printing and click the 'Form...' button. You can maintain the FORM fields for this Extended Solution by using standard MAS 90 MAS 200 Check Form Maintenance (Figure 5). It is suggested that you begin the FORM Maintenance process by selecting STANDARD CHECK FORM.

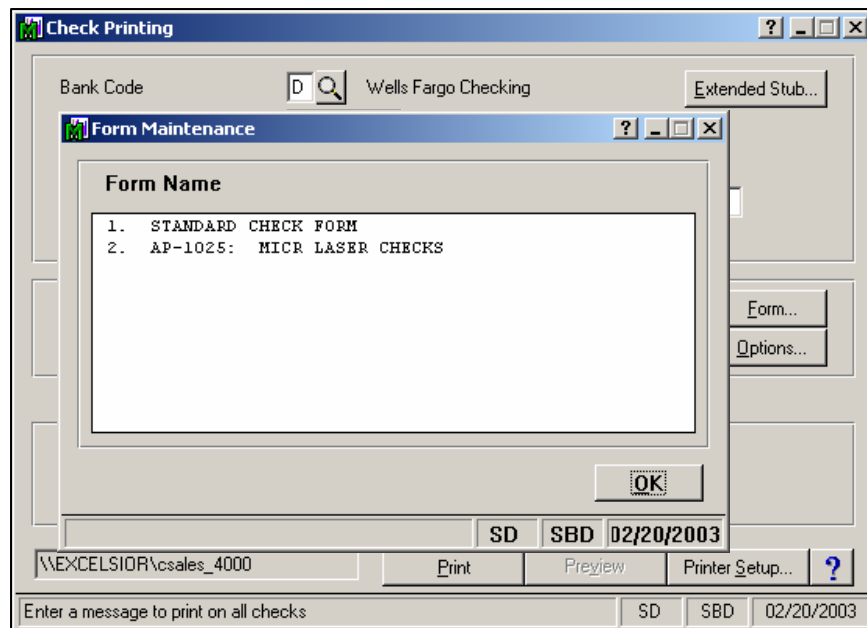


Figure 5

Standard A/P Check Form

On the first screen (Figure 6), click the 'Reset' button. This will automatically set the default header and line values appropriate for the type of laser check you are printing. After making any desired changes, press <ENTER> and you will be presented with the masking values screen.

Extended Solutions

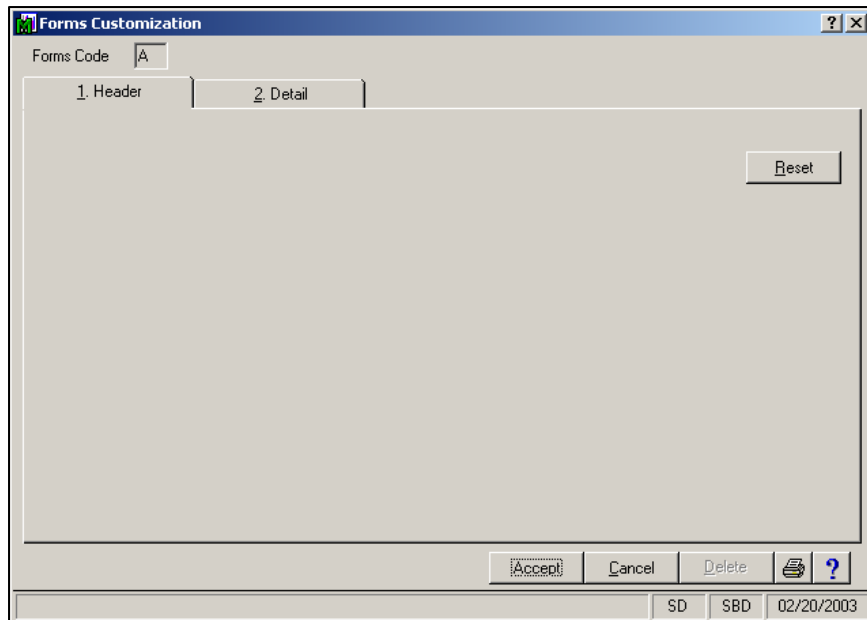


Figure 6

Note: We suggest that you do not change the 'Reset' values for many of the fields on A/P Laser Checks. The 'Starting Line of Line Grouping' field on the header screens and the 'Print Check Stub Twice,' 'Starting and Ending Line Numbers of First Stub,' and 'Starting Line Number of Second Stub' fields on the Masking Values screens should be changed only with caution. Values that vary from the default setting may produce undesirable results. You may change whether to print the individual form fields, but use caution when changing their location on the form. In any case, be sure to print an alignment pattern to verify the effect of any changes you make. Figures 7, 8, 9, and 10 show the default settings for Check Types 1, 2, 3, and 4, respectively.

Extended Solutions

```

General One, Inc. (ABC)          PRINTER LP4      04/19/93
CHECK PRINTING                   08:22 AM

```

FORM HEADER INFORMATION

```

PRINT ANY DESCRIPTIONS: Y
PRINT COMPRESSED: N
LENGTH OF FORM: 061
WIDTH OF FORM: 080

```

INVOICES ON CHECK STUB LINE GROUPING

```

NUMBER OF LINES IN GROUPING: 015
LINES PER LINE GROUP: 001
STARTING LINE OF LINE GROUPING: 004

```

LN	FIELD	DESCRIPTOR	PRINT?	LINE	TAB	PRINT?	DESCRIPTION	LINE	TAB
1	INVOICE	DATE HEADING		Y	DATE		003 003		
2	INVOICE	NUMBER HEADING		Y	INVOICE NO		003 010		
3	COMMENT	HEADING		Y	COMMENT		003 021		
4	INVOICE	AMOUNT HEADING		Y	AMOUNT		003 048		
5	INVOICE	DISCOUNT HEADING		Y	DISCOUNT		003 058		
6	NET	AMOUNT HEADING		Y	NET AMOUNT		003 069		
7	INVOICE	DATE		Y	001 001	N			
8	INVOICE	NUMBER		Y	001 010	N			
9	COMMENT			Y	001 021	N			
10	INVOICE	AMOUNT		Y	001 044	N			
11	DEDUCTION	AMOUNT		Y	001 056	N			
12	NET	AMOUNT		Y	001 068	N			
13	CHECK	NUMBER HEADING		Y	020 008	Y	CHECK:	020	001
14	CHECK	DATE		Y	020 015	N			
15	VENDOR	NAME HEADING		Y	020 024	N			
16	VENDOR	REFERENCE HEADING		N		N			
17	CHECK	TOTAL HEADING		Y	020 068	Y	CHK TOTAL:	020	058
18	VENDOR	NUMBER		N		N			
19	CHECK	NUMBER		N		N			
20	EXTENDED	AMOUNT		N		N			
21	CHECK	DATE		Y	055 054	N			
22	CHECK	AMOUNT		Y	055 065	N			
23	VENDOR	NAME		Y	056 010	N			
24	VENDOR	ADDRESS LINE 1		Y	057 010	N			
25	VENDOR	ADDRESS LINE 2		Y	058 010	N			
26	CITY			Y	059 010	N			
27	STATE			Y	059 031	N			
28	ZIP	CODE		Y	059 034	N			
29	VOID	CHECK LINE		Y	*VOID *** VOID*		060	053	
30	SPELLED	OUT CHECK AMOUNT		Y	053 008	N			
31	VENDOR	NAME HEADING 2		N		N			
32	VENDOR	NUMBER 2		N		N			
33	VENDOR	NAME 2		N		N			
34	INVOICE	TOTAL AMOUNT		N		N			
35	DISCOUNT	TOTAL AMOUNT		N		N			
36	CHECK	COMMENT		N		N			
37	CHECK	MESSAGE		N		N			
38	STUB	MESSAGE		Y	010 030	N			
39	COMPANY	NAME		N		N			
40	COMPANY	ADDRESS LINE 1		N		N			
41	COMPANY	ADDRESS LINE 2		N		N			
42	COMPANY	ADDRESS LINE 3		N		N			
43	COMPANY	ADDRESS LINE 4		N		N			

CODE: A STB,STB,CHK

DEFAULT PRINTER:

NUMERIC MASK FOR:

```

INVOICE AMOUNT: ####,###.00-      INVOICE TOTAL: ####,###.00-
DISCOUNT AMOUNT: ####,###.00-    DISCOUNT TOTAL: ####,###.00-
NET AMOUNT: ####,###.00-          CHECK TOTAL: ####,###.00-
CHECK/EXT AMOUNT: *#,###,###.00

```

PRINT CHECK STUB TWICE? (Y/N): Y

STARTING LINE NUMBER OF 1ST STUB: 01

ENDING LINE NUMBER OF 1ST STUB: 22

STARTING LINE NUMBER OF 2ND STUB: 23

STUB MESSAGE: SEE ENCLOSED FOR DETAIL OF INVOICES PAID

Figure 7—Default Form Layout for Type 1

Extended Solutions

```

ABC Company for Project Cost (PC1)          PRINTER LP          11/04/94
CHECK PRINTING                             08:32 AM

-----
FORM HEADER INFORMATION
-----

PRINT ANY DESCRIPTIONS: Y
PRINT COMPRESSED: N
LENGTH OF FORM: 032
WIDTH OF FORM: 080

-----
INVOICES ON CHECK STUB LINE GROUPING
-----

NUMBER OF LINES IN GROUPING: 011
LINES PER LINE GROUP: 001
STARTING LINE OF LINE GROUPING: 002

-----
LN FIELD DESCRIPTOR   PRINT? LINE TAB PRINT? DESCRIPTION LINE TAB
-----
 1 INVOICE DATE HEADING      Y DATE      001 003
 2 INVOICE NUMBER HEADING    Y INVOICE NO 001 010
 3 COMMENT HEADING           Y COMMENT    001 021
 4 INVOICE AMOUNT HEADING    Y AMOUNT     001 048
 5 INVOICE DISCOUNT HEADING Y DISCOUNT  001 058
 6 NET AMOUNT HEADING        Y NET AMOUNT 001 069
 7 INVOICE DATE              Y 001 001 N
 8 INVOICE NUMBER            Y 001 010 N
 9 COMMENT                    Y 001 021 N
10 INVOICE AMOUNT            Y 001 044 N
11 DEDUCTION AMOUNT          Y 001 056 N
12 NET AMOUNT                 Y 001 068 N
13 CHECK NUMBER HEADING      Y 014 008 Y CHECK: 014 001
14 CHECK DATE                 Y 014 015 N
15 VENDOR NAME HEADING        Y 014 024 N
16 VENDOR REFERENCE HEADING   N N
17 CHECK TOTAL HEADING        Y 014 068 Y CHK TOTAL: 014 058
18 VENDOR NUMBER              Y 031 003 N
19 CHECK NUMBER               N N
20 EXTENDED AMOUNT            N N
21 CHECK DATE                  Y 026 052 N
22 CHECK AMOUNT                Y 026 065 N
23 VENDOR NAME                 Y 026 010 N
24 VENDOR ADDRESS LINE 1      Y 027 010 N
25 VENDOR ADDRESS LINE 2      Y 028 010 N
26 CITY                         Y 029 010 N
27 STATE                        Y 029 031 N
28 ZIP CODE                     Y 029 034 N
29 VOID CHECK LINE            Y *VOID *** VOID* 030 053
30 SPELLED OUT CHECK AMOUNT    Y 023 008 N
31 VENDOR NAME HEADING 2      N N
32 VENDOR NUMBER 2            N N
33 VENDOR NAME 2              N N
34 INVOICE TOTAL AMOUNT       N N
35 DISCOUNT TOTAL AMOUNT     N N
36 CHECK COMMENT              N N
37 CHECK MESSAGE              N N
38 STUB MESSAGE                Y 010 030 N
39 COMPANY NAME                N N
40 COMPANY ADDRESS LINE 1      N N
41 COMPANY ADDRESS LINE 2      N N
42 COMPANY ADDRESS LINE 3      N N
43 COMPANY ADDRESS LINE 4      N N

CODE: A STB,CHK,STB,CHK

DEFAULT PRINTER:

NUMERIC MASK FOR:
INVOICE AMOUNT: ####,###.00- INVOICE TOTAL: ####,###.00-
DISCOUNT AMOUNT: ####,###.00- DISCOUNT TOTAL: ####,###.00-
NET AMOUNT: ####,###.00- CHECK TOTAL: ####,###.00-
CHECK/EXT AMOUNT: *,###,###.00

PRINT CHECK STUB TWICE? (Y/N): N
STARTING LINE NUMBER OF 1ST STUB: 01
ENDING LINE NUMBER OF 1ST STUB: 00
STARTING LINE NUMBER OF 2ND STUB: 00

STUB MESSAGE: SEE ENCLOSED FOR DETAIL OF INVOICES PAID

```

Figure 8—Default Form Layout for Type 2

Extended Solutions

```

General One, Inc. (ABC)          PRINTER LP4          08/04/93
CHECK PRINTING                   09:31 AM

```

FORM HEADER INFORMATION

PRINT ANY DESCRIPTIONS: Y
PRINT COMPRESSED: N
LENGTH OF FORM: 061
WIDTH OF FORM: 080

INVOICES ON CHECK STUB LINE GROUPING

NUMBER OF LINES IN GROUPING: 012
LINES PER LINE GROUP: 001
STARTING LINE OF LINE GROUPING: 028

LN	FIELD DESCRIPTOR	PRINT?	LINE TAB	PRINT?	DESCRIPTION	LINE TAB
1	INVOICE DATE HEADING		Y DATE		027 004	
2	INVOICE NUMBER HEADING		Y INVOICE NO		027 011	
3	COMMENT HEADING		Y COMMENT		027 022	
4	INVOICE AMOUNT HEADING		Y AMOUNT		027 049	
5	INVOICE DISCOUNT HEADING		Y DISCOUNT		027 059	
6	NET AMOUNT HEADING		Y NET AMOUNT		027 070	
7	INVOICE DATE	Y	001 002	N		
8	INVOICE NUMBER	Y	001 011	N		
9	COMMENT	Y	001 022	N		
10	INVOICE AMOUNT	Y	001 045	N		
11	DEDUCTION AMOUNT	Y	001 057	N		
12	NET AMOUNT	Y	001 069	N		
13	CHECK NUMBER HEADING	Y	040 009	Y CHECK:	040 002	
14	CHECK DATE	Y	040 016	N		
15	VENDOR NAME HEADING	Y	040 025	N		
16	VENDOR REFERENCE HEADING	N		N		
17	CHECK TOTAL HEADING	Y	040 069	Y CHK TOTAL:	040 059	
18	VENDOR NUMBER	N		N		
19	CHECK NUMBER	N		N		
20	EXTENDED AMOUNT	N		N		
21	CHECK DATE	Y	012 054	N		
22	CHECK AMOUNT	Y	012 065	N		
23	VENDOR NAME	Y	012 010	N		
24	VENDOR ADDRESS LINE 1	Y	013 010	N		
25	VENDOR ADDRESS LINE 2	Y	014 010	N		
26	CITY	Y	015 010	N		
27	STATE	Y	015 031	N		
28	ZIP CODE	Y	015 034	N		
29	VOID CHECK LINE	Y	*VOID *** VOID*		016 053	
30	SPELLED OUT CHECK AMOUNT	Y	009 008	N		
31	VENDOR NAME HEADING 2	N		N		
32	VENDOR NUMBER 2	N		N		
33	VENDOR NAME 2	N		N		
34	INVOICE TOTAL AMOUNT	N		N		
35	DISCOUNT TOTAL AMOUNT	N		N		
36	CHECK COMMENT	N		N		
37	CHECK MESSAGE	N		N		
38	STUB MESSAGE	Y	030 030	N		
39	COMPANY NAME	N		N		
40	COMPANY ADDRESS LINE 1	N		N		
41	COMPANY ADDRESS LINE 2	N		N		
42	COMPANY ADDRESS LINE 3	N		N		
43	COMPANY ADDRESS LINE 4	N		N		

CODE: A CHK,STB,STB

DEFAULT PRINTER:

NUMERIC MASK FOR:

INVOICE AMOUNT: ####,###.00-	INVOICE TOTAL: ####,###.00-
DISCOUNT AMOUNT: ####,###.00-	DISCOUNT TOTAL: ####,###.00-
NET AMOUNT: ####,###.00-	CHECK TOTAL: ####,###.00-
CHECK/EXT AMOUNT: *,###,###.00	

PRINT CHECK STUB TWICE? (Y/N): Y
STARTING LINE NUMBER OF 1ST STUB: 26
ENDING LINE NUMBER OF 1ST STUB: 40
STARTING LINE NUMBER OF 2ND STUB: 47

STUB MESSAGE: SEE ENCLOSED FOR DETAIL OF INVOICES PAID

Figure 9—Default Form Layout for Type 3

Extended Solutions

```

Run Date: 11/03/97 SDN Statistical Determined Numeric, Inc Page: 1
A/P Date: 10/27/97 CHECK PRINTING Time: 12:05 PM
FORM LAYOUT PRINTING

-----LINE GROUP-----
FORM PRINT LINES START
NAME NUMBER LEN WID DESC COMP DESCRIPTION # LINES PER LINE

APZRJA A 022 080 Y N
STD CHECK FORM

-----DATA----- -----DATA DESCRIPTION-----
LN FIELD DESCRIPTOR PRINT? LINE TAB PRINT? DESCRIPTION LINE TAB MSC
-----
1 INVOICE DATE HEADING N
2 INVOICE NUMBER HEADING N
3 COMMENT HEADING N
4 INVOICE AMOUNT HEADING N
5 INVOICE DISCOUNT HEADING N
6 NET AMOUNT HEADING N
7 INVOICE DATE N N
8 INVOICE NUMBER N N
9 COMMENT N N
10 INVOICE AMOUNT N N
11 DEDUCTION AMOUNT N N
12 NET AMOUNT N N
13 CHECK NUMBER HEADING N 022 009 N CHECK: 040 002
14 CHECK DATE N 022 016 N
15 VENDOR NAME HEADING N 022 025 N
16 VENDOR REFERENCE HEADING N N
17 CHECK TOTAL HEADING N 022 069 N CHK TOTAL: 040 059
18 VENDOR NUMBER N N
19 CHECK NUMBER N N
20 EXTENDED AMOUNT N N
21 CHECK DATE Y 012 054 N
22 CHECK AMOUNT Y 012 065 N
23 VENDOR NAME Y 012 010 N
24 VENDOR ADDRESS LINE 1 Y 013 010 N
25 VENDOR ADDRESS LINE 2 Y 014 010 N
26 CITY Y 015 010 N
27 STATE Y 015 031 N
28 ZIP CODE Y 015 034 N
29 VOID CHECK LINE Y *VOID *** VOID* 016 053
30 SPELLED OUT CHECK AMOUNT Y 009 008 N
31 VENDOR NAME HEADING 2 N N
32 VENDOR NUMBER 2 N N
33 VENDOR NAME 2 N N
34 INVOICE TOTAL AMOUNT N N
35 DISCOUNT TOTAL AMOUNT N N
36 CHECK COMMENT N N
37 CHECK MESSAGE N N
38 STUB MESSAGE N N
39 COMPANY NAME N N
40 COMPANY ADDRESS LINE 1 N N
41 COMPANY ADDRESS LINE 2 N N
42 COMPANY ADDRESS LINE 3 N N

Run Date: 11/03/97 SDN Statistical Determined Numeric, Inc Page: 2
A/P Date: 10/27/97 CHECK PRINTING Time: 12:05 PM
FORM LAYOUT PRINTING

-----LINE GROUP-----
FORM PRINT LINES START
NAME NUMBER LEN WID DESC COMP DESCRIPTION # LINES PER LINE

APZRJA A 022 080 Y N
STD CHECK FORM

-----DATA----- -----DATA DESCRIPTION-----
LN FIELD DESCRIPTOR PRINT? LINE TAB PRINT? DESCRIPTION LINE TAB MSC
-----
43 COMPANY ADDRESS LINE 4 N N

```

Figure 10—Default Form Layout for Type 4

Extended Solutions

AP-1025: MICR Laser Checks

Next, select the FORM Maintenance option for AP-1025: MICR Laser Checks. This option is slightly different from normal FORM maintenance in the following ways. There are no header fields. On the header screen (Figure 6), you can click the 'Reset' button to automatically reset to the default values or 'Print' to print the form layout. Normally you will just hit <RETURN> to advance to lines maintenance. Once in lines maintenance, you can again hit <RETURN> to reset to the default values, or you can modify the lines as desired.

Note: Lines maintenance is different in that the coordinates you are entering are not line and column as in most FORMS: they are vertical and horizontal coordinates in 720th of an inch. For example, if a form field has a 'line' value of 2160 and a 'tab' value of 900, the indicated form field will be printed three inches down from the top and 1.25 inches over from the left on the page. Figures 11, 12, 13, and 14 show the default settings for Check Types 1, 2, 3, and 4, respectively.

LN	FIELD DESCRIPTOR	PRINT?	LINE	TAB	DESCRIPTION
1	TEAR LINE 1	N			
2	TEAR LINE 2	N			
3	CHECK NUMBER 1	Y	0270	5000	
4	CHECK NUMBER 2	Y	2912	5000	
5	CHECK NUMBER 3	Y	5670	5000	
6	COMPANY NAME 1	Y	0270	0900	
7	COMPANY NAME 2	Y	2912	0900	
8	COMPANY NAME 3	Y	5780	0810	
9	COMPANY ADDRESS BLOCK 1	Y	5870	0810	
10	BANK NAME	Y	5780	3280	
11	BANK BRANCH	Y	5870	3280	
12	BANK CITY, STATE	Y	5960	3280	
13	BANK TRANSIT/ROUTING NO.	Y	6050	3280	
14	>DATE= TITLE	Y	6500	3900	DATE
15	>AMOUNT= TITLE	Y	6500	5000	AMOUNT
16	>PAY= TITLE	Y	6780	0100	PAY
17	>TO THE= TITLE	Y	6870	0100	TO THE
18	>ORDER= TITLE	Y	6960	0100	ORDER
19	>OF:= TITLE	Y	7050	0100	OF:
20	UPPER SIGNATURE LINE	N			
21	LOWER SIGNATURE LINE	Y	7350	3160	
22	MICR LINE: CHECK #	Y	7730	1031	
23	MICR LINE: TRANSIT NO.	Y	7730	1841	
24	MICR LINE: ACCOUNT NO.	Y	7730	2831	
25	LOGO (UPPER LEFT CORNER)	Y	5620	0040	
26	SIGNATURE (UPPR LFT CRNR)	Y	7120	3160	
27	BOX (UPPER LEFT CORNER)	N			
28	BOX HEIGHT, WIDTH	N			
30	PREFIX CHECK NUMBER 1	N			
31	PREFIX CHECK NUMBER 2	N			
32	PREFIX CHECK NUMBER 3	N			
33	MICR LINE: PREFIX CHR #	N			

Figure 11—Default Background Layout for Type 1

Extended Solutions

LN	FIELD	DESCRIPTOR	PRINT?	LINE	TAB	DESCRIPTION
1	TEAR	LINE 1	N			
2	TEAR	LINE 2	N			
3	CHECK	NUMBER 1	Y	0270	5000	
4	CHECK	NUMBER 2	Y	1720	5000	
5	CHECK	NUMBER 3	N			
6	COMPANY	NAME 1	Y	0470	3600	
7	COMPANY	NAME 2	Y	1820	0900	
8	COMPANY	NAME 3	N			
9	COMPANY	ADDRESS BLOCK 1	Y	0560	3600	
10	BANK	NAME	Y	1820	3360	
11	BANK	BRANCH	Y	1910	3360	
12	BANK	CITY, STATE	Y	2000	3360	
13	BANK	TRANSIT/ROUTING NO.	Y	2090	3360	
14	>DATE=	TITLE	Y	2670	3900	DATE
15	>AMOUNT=	TITLE	Y	2670	5000	AMOUNT
16	>PAY=	TITLE	Y	2740	0100	PAY
17	>TO THE=	TITLE	Y	2830	0100	TO THE
18	>ORDER=	TITLE	Y	2920	0100	ORDER
19	>OF:=	TITLE	Y	3010	0100	OF:
20	UPPER	SIGNATURE LINE	N			
21	LOWER	SIGNATURE LINE	Y	3400	3160	
22	MICR	LINE: CHECK #	Y	3770	1031	
23	MICR	LINE: TRANSIT NO.	Y	3770	1841	
24	MICR	LINE: ACCOUNT NO.	Y	3770	2831	
25	LOGO	(UPPER LEFT CORNER)	Y	1670	0084	
26	SIGNATURE	(UPPR LFT CRNR)	Y	3300	3160	
27	BOX	(UPPER LEFT CORNER)	N			
28	BOX	HEIGHT, WIDTH	N			
29	COMPANY	ADDRESS BLOCK 2	Y	1910	0900	
30	PREFIX	CHECK NUMBER 1	N			
31	PREFIX	CHECK NUMBER 2	N			
32	PREFIX	CHECK NUMBER 3	N			
33	MICR	LINE: PREFIX CHK #	N			

Figure 12—Default Background Layout for Type 2

LN	FIELD	DESCRIPTOR	PRINT?	LINE	TAB	DESCRIPTION
1	TEAR	LINE 1	N			
2	TEAR	LINE 2	N			
3	CHECK	NUMBER 1	Y	0470	5000	
4	CHECK	NUMBER 2	Y	3060	5000	
5	CHECK	NUMBER 3	Y	5560	5000	
6	COMPANY	NAME 1	Y	0580	0810	
7	COMPANY	NAME 2	Y	3060	0810	
8	COMPANY	NAME 3	Y	5560	0810	
9	COMPANY	ADDRESS BLOCK 1	Y	0670	0810	
10	BANK	NAME	Y	0580	3280	
11	BANK	BRANCH	Y	0670	3280	
12	BANK	CITY, STATE	Y	0760	3280	
13	BANK	TRANSIT/ROUTING NO.	Y	0850	3280	
14	>DATE=	TITLE	Y	1290	3900	DATE
15	>AMOUNT=	TITLE	Y	1290	5000	AMOUNT
16	>PAY=	TITLE	Y	1490	0100	PAY
17	>TO THE=	TITLE	Y	1580	0100	TO THE
18	>ORDER=	TITLE	Y	1670	0100	ORDER
19	>OF:=	TITLE	Y	1760	0100	OF:
20	UPPER	SIGNATURE LINE	N			
21	LOWER	SIGNATURE LINE	Y	1970	3160	
22	MICR	LINE: CHECK #	Y	2350	1031	
23	MICR	LINE: TRANSIT NO.	Y	2350	1841	
24	MICR	LINE: ACCOUNT NO.	Y	2350	2831	
25	LOGO	(UPPER LEFT CORNER)	Y	0420	0040	
26	SIGNATURE	(UPPR LFT CRNR)	Y	1740	3160	
27	BOX	(UPPER LEFT CORNER)	N			
28	BOX	HEIGHT, WIDTH	N			
29	COMPANY	ADDRESS BLOCK 2	N			
30	PREFIX	CHECK NUMBER 1	N			
31	PREFIX	CHECK NUMBER 2	N			
32	PREFIX	CHECK NUMBER 3	N			
33	MICR	LINE: PREFIX CHK #	N			

Figure 13—Default Background Layout for Type 3

Extended Solutions

```

Run Date: 11/03/97 SDN Statistical Determined Numeric, Inc Page: 1
A/P Date: 10/27/97 CHECK PRINTING Time: 12:08 PM
FORM LAYOUT PRINTING
FORM
NAME NUMBER
APZ_25 A
STD CHECK FORM
-----DATA----- DATA DESCRIPTION-----
LN FIELD DESCRIPTOR PRINT? LINE TAB DESCRIPTION
-----
1 TEAR LINE 1 N
2 TEAR LINE 2 N
3 CHECK NUMBER 1 Y 0470 5000
4 NOT USED N
5 CHECK NUMBER 3 N
6 COMPANY NAME 1 Y 0580 0810
7 COMPANY NAME 2 N
8 COMPANY NAME 3 N
9 COMPANY ADDRESS BLOCK 1 Y 0670 0810
10 BANK NAME Y 0580 3280
11 BANK BRANCH Y 0670 3280
12 BANK CITY, STATE Y 0760 3280
13 BANK TRANSIT/ROUTING NO. Y 0850 3280
14 "DATE" TITLE Y 1330 3900 DATE
15 "AMOUNT" TITLE Y 1330 5000 AMOUNT
16 "PAY" TITLE Y 1400 0100 PAY
17 "TO THE" TITLE Y 1490 0100 TO THE
18 "ORDER" TITLE Y 1580 0100 ORDER
19 "OF:" TITLE Y 1670 0100 OF:
20 UPPER SIGNATURE LINE N
21 LOWER SIGNATURE LINE Y 1970 3160
22 MICR LINE: CHECK # Y 2350 1031
23 MICR LINE: TRANSIT NO. Y 2350 1841
24 MICR LINE: ACCOUNT NO. Y 2350 2831
25 LOGO (UPPER LEFT CORNER) Y 0420 0040
26 SIGNATURE (UPPER LFT CRNR) Y 1740 3160
27 BOX (UPPER LEFT CORNER) N

```

Figure 14—Default Background Layout for Type 4

Extended Solutions

Figures 15, 16, 17, and 18 are examples of Check Types 1, 2, 3, and 4, respectively.

The Macabe Associates, Inc.				002165		
DATE	INVOICE NO	COMMENT	AMOUNT	DISCOUNT	NET AMOUNT	
03/31/94	123		11.00	.00	11.00	
03/31/94	1234A		400.00	.00	400.00	
02/01/94	ASDASD		25.00	.00	25.00	
05/03/94	INNO		400.00	.00	400.00	
CHECK: 002165 11/17/94 ACME DEMOLITION SERVICES				CHK TOTAL:	836.00	

The Macabe Associates, Inc.				002165		
DATE	INVOICE NO	COMMENT	AMOUNT	DISCOUNT	NET AMOUNT	
03/31/94	123		11.00	.00	11.00	
03/31/94	1234A		400.00	.00	400.00	
02/01/94	ASDASD		25.00	.00	25.00	
05/03/94	INNO		400.00	.00	400.00	
CHECK: 002165 11/17/94 ACME DEMOLITION SERVICES				CHK TOTAL:	836.00	



The Macabe Associates, Inc.				002165		
 The Macabe Associates, Inc. Seattle, WA (206) 382-0924 THE MACABE ASSOCIATES, INC. Software Development & System Design <small>Third Floor - Harvard Post Building - 110 Union Street - Seattle, WA 98101-2028</small>				SeaFirst Bank Old Seattle Branch Seattle, Washington 19-2/1260		
*EIGHT HUNDRED THIRTY SIX DOLLARS AND NO CENTS						
PAY TO THE ORDER OF: ACME DEMOLITION SERVICES 123 EXPLOSION TERRACE DYNAMITE CO 99999			DATE	AMOUNT		
			11/17/94	*****836.00*		
002165 123500002406812501*						

Figure 15-Example of Type 1

Extended Solutions

DATE	INVOICE NO	COMMENT	AMOUNT	DISCOUNT	NET AMOUNT	
03/31/94	123		11.00	.00	11.00	002165 The Macabe Associates, Inc. Seattle, WA (206) 382-0924
03/31/94	123AA		400.00	.00	400.00	
02/01/94	ASDASD		25.00	.00	25.00	
05/03/94	1MHO		400.00	.00	400.00	

CHECK: 002165 11/17/94 ACME DEMOLITION SERVICES CHK TOTAL: 856.00



The Macabe Associates, Inc.
Seattle, WA
(206) 382-0924

THE MACABE ASSOCIATES, INC.
Software Development & System Design
Third Floor - Harold Hill Building - 110 Union Street - Seattle, WA 98101-2028

SeaFirst Bank
Old Seattle Branch
Seattle, Washington
19-2/1260

*EIGHT HUNDRED THIRTY SIX DOLLARS AND NO CENTS


PAY TO THE ORDER OF:	ACME DEMOLITION SERVICES 123 EXPLOSION TERRACE DYNAMITE CO 99999	DATE	AMOUNT
		11/17/94	*****836.00*

00-0000002

⑆002165⑆ ⑆25000024⑆68⑆2 60⑆⑆

DATE	INVOICE NO	COMMENT	AMOUNT	DISCOUNT	NET AMOUNT	
05/31/94	000		22.00	.00	22.00	002166 The Macabe Associates, Inc. Seattle, WA (206) 382-0924

CHECK: 002166 11/17/94 PUBLICANS INTERNATIONAL CHK TOTAL: 22.00



The Macabe Associates, Inc.
Seattle, WA
(206) 382-0924

THE MACABE ASSOCIATES, INC.
Software Development & System Design
Third Floor - Harold Hill Building - 110 Union Street - Seattle, WA 98101-2028

SeaFirst Bank
Old Seattle Branch
Seattle, Washington
19-2/1260

*TWENTY TWO DOLLARS AND NO CENTS

PAY TO THE ORDER OF:	PUBLICANS INTERNATIONAL 10 SLOSHED LANE POTTED SLIGHTLY TIPSY MI ZIP CODE	DATE	AMOUNT
		11/17/94	*****22.00*

00-0000003

⑆002166⑆ ⑆25000024⑆68⑆2 60⑆⑆

Figure 16-Example of Type 2

Extended Solutions


 The Macabe Associates, Inc. Seattle, WA (206) 382-0824		SeeFirst Bank Old Seattle Branch Seattle, Washington 19-2/1260	002175
THE MACABE ASSOCIATES, INC. Software Development & System Design <small>Third Floor - Harbor Park Building - 112 Union Street - Seattle, WA 98101-3228</small>			
*EIGHT HUNDRED THIRTY SIX DOLLARS AND NO CENTS			
PAY TO THE ORDER OF:	ACME DEMOLITION SERVICES 123 EXPLOSTON TERRACE DYNAMITE CO 99999	DATE 11/17/94	AMOUNT *****836.00*
⑈002175⑈ ⑆125000024⑆6812 601⑈			
The Macabe Associates, Inc.		002175	
DATE	INVOICE NO COMMENT	AMOUNT	DISCOUNT NET AMOUNT
03/31/94	123	11.00	.00 11.00
03/31/94	1234A	400.00	.00 400.00
02/01/94	ASDASD	25.00	.00 25.00
05/03/94	INNO	400.00	.00 400.00
CHECK: 002175 11/17/94 ACME DEMOLITION SERVICES		CHK TOTAL:	836.00
The Macabe Associates, Inc.		002175	
DATE	INVOICE NO COMMENT	AMOUNT	DISCOUNT NET AMOUNT
03/31/94	123	11.00	.00 11.00
03/31/94	1234A	400.00	.00 400.00
02/01/94	ASDASD	25.00	.00 25.00
05/03/94	INNO	400.00	.00 400.00
CHECK: 002175 11/17/94 ACME DEMOLITION SERVICES		CHK TOTAL:	836.00

Figure 17-Example of Type 3

Extended Solutions

Statistical Determined Numeric, Inc		Security Pacific Checking	001869
*TWENTY FIVE THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS			
PAY TO THE ORDER OF:	Airway Property 7888 Saddlebush Trail Orange CA 92669-0001	DATE 10/27/97	AMOUNT *****25,500.00*
#001869#		:	:
Statistical Determined Numeric, Inc		Security Pacific Checking	001870
*ONE HUNDRED DOLLARS AND NO CENTS			
PAY TO THE ORDER OF:	Allclimate Maintenance 2331 Trinity Drive Costa Mesa CA 92626	DATE 10/27/97	AMOUNT *****100.00*
#001870#		:	:
Statistical Determined Numeric, Inc		Security Pacific Checking	001871
*FORTY NINE DOLLARS AND NO CENTS			
PAY TO THE ORDER OF:	Anders Auto Repair 1010 Main Street Orange CA 92969	DATE 10/27/97	AMOUNT *****49.00*
#001871#		:	:

Figure 18-Example of Type 4

Graphical Forms

No changes have been made to the Crystal Reports Work Table files. If you have elected to use graphical forms in the modules' Setup, the features of this Extended Solution that affect form printing will not be available.

Report Master/Visual Integrator

The files listed below have been added or changed in the Data Dictionary by this Extended Solution for Visual Integrator purposes.

Extended Solutions

New File: *Field:*
AP.LASERCK All Fields

The Data Dictionary may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

Note: *The Report Master module is not supported in MAS 200 SQL*

Crystal Reports

The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

File: *Description* *Fields:*
AP_LZ Laser Bank Code File All Fields

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

Helpful Hints

- If both the Logo Security Password and the Signature Security Password are the same, you will only be prompted once for the Signature Security Password and will not be prompted for the Logo Security Password
- This Extended Solution requires an HP (or HP-compatible) Series II or later printer.
- To produce MICR encoding, you must use MICR ink. Consult your printer manual or hardware consultant for further information.
- If desired, your company logo or authorization signature can be printed on your checks, via an additional Extended Solution from Sage Software. Note that the 'Print a Logo' and 'Print a Signature' options will appear on the Laser Checks Bank Code Maintenance screen regardless of whether you will be printing these items. Also note that for these graphics to print, the FORM field for each item must also be answered 'Yes.' Please contact your MAS 90 MAS 200 dealer for further information on this feature.
- If you experience problems with the printing of the laser checks, first verify that the problem is not due to a bad (invalid) layout by doing the following:
 - (1) Select a Form Code you do not normally use
 - (2) Access FORMS maintenance for the 'Standard A/P Check Form'
 - (3) Hit the 'Reset' button on the header screen and again at the masking screen
 - (4) Access FORMS maintenance for the 'AP-1025: MICR Laser Checks'
 - (5) Hit the 'Reset' button on the header screen
 - (6) Print an alignment pattern and see if the problems disappear

Extended Solutions

- If you experience problems with the fonts that are used on the check background, try changing the setting of the 'Download Universal Font to Printer' in Setup.
- Standard MAS 90 MAS 200 will allow multiple FORMS to be used and maintained for the same Bank Code. The ability to print Laser Checks on your laser printer is determined by the system checking to see if *the Bank Code has been defined as a Laser Check Bank Code in Laser Printed Check Maintenance*. If the Bank Code has been defined, you will be able to print laser checks; if not, laser checks will not be produced, regardless of the form type entered.
- This Extended Solution has no effect on Extended Stub Printing.
- You may see menu options during Form Maintenance that are not part of standard MAS 90 MAS 200 and are not mentioned here. These options are other Extended Solutions from Sage Software; ask your dealer for more information about them.
- Because this Extended Solution downloads fonts intended for a laser printer, you may experience problems if you attempt to print checks to a non-laser device (including Deferred, File and Display).

Upgrade Notes

After installing any upgrade to MICR Laser Checks, you should print an alignment pattern for each bank code and form code you use. In some cases the upgrade may have disturbed the check layout and some minor adjustments may be required.

Upgrades and Compatibility

The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

Documentation

Only changes made by Sage Software, Inc. to the standard operation of Sage Software, Inc. MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

SAGE MAS 90

SAGE MAS 200

Extended Solutions

Acknowledgments

© 2005 Sage Software, Inc. All rights reserved. Sage Software, MAS 90 and MAS 200 are registered trademarks or trademarks of Sage Software, Inc. All other trademarks are the property of their respective owners.